

**City of San José**  
**CLASS SPECIFICATION**

**Therapeutic Services Manager (7130)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
PRNS	Recreation Superintendent	Exempt

**CLASS SUMMARY**

Under general direction, performs work of considerable difficulty in planning, organizing, directing and coordinating mental health operations at one or more community centers for the Community Services Division of the Parks, Recreation and Neighborhood Services Department.

**DISTINGUISHING CHARACTERISTICS**

This is the highest level in the Therapeutic series and is responsible for overall direction and administration of an integrated service of specialized therapeutic recreation programs as well as the therapeutic rehabilitation treatment plans and services for clients with serious mental disabilities and disorders.

This class differs from the lower classes of Therapeutic Supervisor and Sr. Therapeutic Treatment Specialist in that Therapeutic Supervisors are only responsible for supervising special therapeutic recreation programs and Sr. Therapeutic Treatment Specialists are only responsible for developing and approving treatment plans and services. The Therapeutic Services Manager is responsible for treatment services budget and policy direction. This class differs from the higher class of Recreation Superintendent in that the latter is responsible for managing a major section of the Community Services Division.

**QUALIFICATIONS**

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

**Minimum Qualifications****Education**

Completion of a Master's Degree from an accredited college or university with a major in Social Sciences, Clinical Psychology or a closely related field. (There are no substitutions for education.)

**Experience**

Six (6) years of progressively responsible experience in developing and implementing clinical treatments and therapy for adults with serious mental disorders, including three (3) years of supervision of clinicians developing and implementing of treatments plans or other mental health programs.

**City of San José**  
**CLASS SPECIFICATION**

**Therapeutic Services Manager (7130)**

**Required Licenses/Certificates**

- Licensed as a Clinical Psychologist or Mental Health Rehabilitation Therapist or Marriage and Family Therapist by the State of California Mental Health Department.
- Possession of a valid California Driver's License.
- First Aid and Basic Life Support Certificate as required by the State Department of Health may be required.
- National Council for Therapeutic Recreation Specialist (NCTRC) Certification may be required.

**Basic Knowledge, Skills and Abilities**

- Knowledge of principles, financial administration, including public budgeting and reporting.
- Knowledge of theory, principles, and methods of mental health care, including current trends in research, treatment, prevention, education and related issues.
- Knowledge of methods of evaluation and treatment of serious mental illness and other psychiatric disorders;
- Knowledge of cognitive, behavioral and other adjunctive therapy techniques and their effectiveness with various psychiatric disorders;
- Knowledge of principles of staff consultation, clinical supervision and training.
- Knowledge of laws, codes and regulations governing mental health care.

**Competency knowledge, Skills and Abilities**

- Ability to plan, organize and coordinate activities designed to protect and promote community mental health.
- Ability to plan, organize and direct a large, complex, interdisciplinary therapeutic services in a community center setting.
- Ability to effectively coordinate therapy program with other local treatment programs.
- Ability to prepare clear and comprehensive reports.
- Ability to perform marketing functions.
- Ability to speak effectively to diverse audiences including professional, clinical and citizen groups.
- Ability to establish and maintain cooperative working relationships with other departments, officials and employees of other agencies including the local primate medical community as well as client conservators and family members.

**City of San José**  
**CLASS SPECIFICATION**

**Therapeutic Services Manager (7130)**

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
1.	Oversees the development and implementation of all therapeutic programs and services in a community center setting.	Continuous
2.	Through subordinate personnel, hires, trains and evaluates the work of a diverse, large staff, making recommendations on hiring, retention, promotion, and other personnel actions to meet community center goals and objectives.	Frequent
3.	Implements program and staffing plans to ensure the level of expertise meets professional standards and established budgets.	Frequent
4.	Participates in psychotherapy and case reviews with clinical staff treatment teams or outside agencies to implement mental health client treatment plans.	Occasional
5.	Initiates, develops and directs large county grants and joint agreements in order to supplement the operating budget for the community center environment to extend recreation and human services to mentally disabled adults.	Occasional
6.	Directs and manages specialized leisure programs activities and special events for mentally, physically and neurologically disabled individuals of all ages including components of the Special Olympics program.	Occasional
7.	Negotiates all contracts and provide fiscal management over all therapeutic programs in a community center setting;	As Required
8.	Provides clinical supervision and training to all staffs working with adults with serious mental illness and developmental disabilities.	Frequent
9..	Develops marketing strategies and community education in a community center setting.	As Required

\*Frequency defined as %, (totaling 100%) or "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

<b>CLASSIFICATION HISTORY</b> Established 05/07; 7130s000
---

7130s000.doc